



Housekeeper B

Job Title: Housekeeper B

Ministerial Designation: Non-Religiously Qualified-non-exempt

Department: Housekeeping

Reports To: Housekeeping Manager

Prepared Date: 12/28/21

Summary: Tenacre is looking for a Housekeeper B who will contribute to its healing Mission and Ministry in serving the entire Tenacre community.

Competencies

To perform the job successfully, an individual should be demonstrating the following competencies:

Team Player:

Works safely and cooperatively with a team toward accomplishing shared goals.

Integrity and Ethics:

Makes decisions and acts with Tenacre's long-term interests in mind; is a good listener and approaches work from a thoughtful and caring basis; demonstrates reliability, including punctuality.

Attention to Detail:

Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

Immediacy and Flexibility:

Willingness to work on any scheduled assignment. Enjoys working hard and can be counted on to get things done on time. Adapts quickly to changing needs and schedules.

Judgment: Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas; uses initiative appropriately.

Essential Duties and Responsibilities (Other duties may be assigned.)

- Daily reads checklist for work assignment; anticipates and gathers necessary supplies and equipment needed for the job and takes to site to be cleaned
- Measures cleaning chemicals, cares for cleaning equipment, and remains alert to safety measures

- Occasionally lifts and carries items weighing up to 50 lbs. and competently uses cleaning equipment: floorcare machines, broom, mop, bucket, 2-3 step ladder, utility cart, laundry hamper
- Removes trash and recycling from the Christian Science Nursing settings, all offices, other Tenacre buildings, and designated areas, and places the garbage and recycling into designated dumpsters
- Delivers housekeeping supplies to the Christian Science Nursing settings and other areas
- Performs various floor care projects throughout Tenacre: scrubbing, stripping, buffing, waxing floors, washing, and removing carpets; power-washing and cleaning outdoor areas
- Works with the Tenacre Main Laundry to deliver clean linens and picks up dirty ones from Christian Science Nursing settings and other relevant spaces
- Sets up and breaks down tables, chairs, podiums, risers, and other furniture for events and programs
- Walks throughout the multi-acre property in all kinds of weather and climbs stairs when necessary
- Drives the utility carts safely throughout the Tenacre property
- Agrees to work on scheduled weekends and shows flexibility to Department requests to cover cleaning needs that arise spontaneously

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty as stated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Prior experience or training in housekeeping, preferred
- Applicants must enjoy cleaning and keeping order
- Proficient in speaking, reading, and writing English so that Tenacre residents and staff can understand
- Christian Science Mother Church membership, preferred